



LEGISLATIVE BUDGET BOARD

Remote Work Policies

Fall 2024 Survey of State Agencies

PRESENTED TO SENATE FINANCE COMMITTEE

LEGISLATIVE BUDGET BOARD STAFF

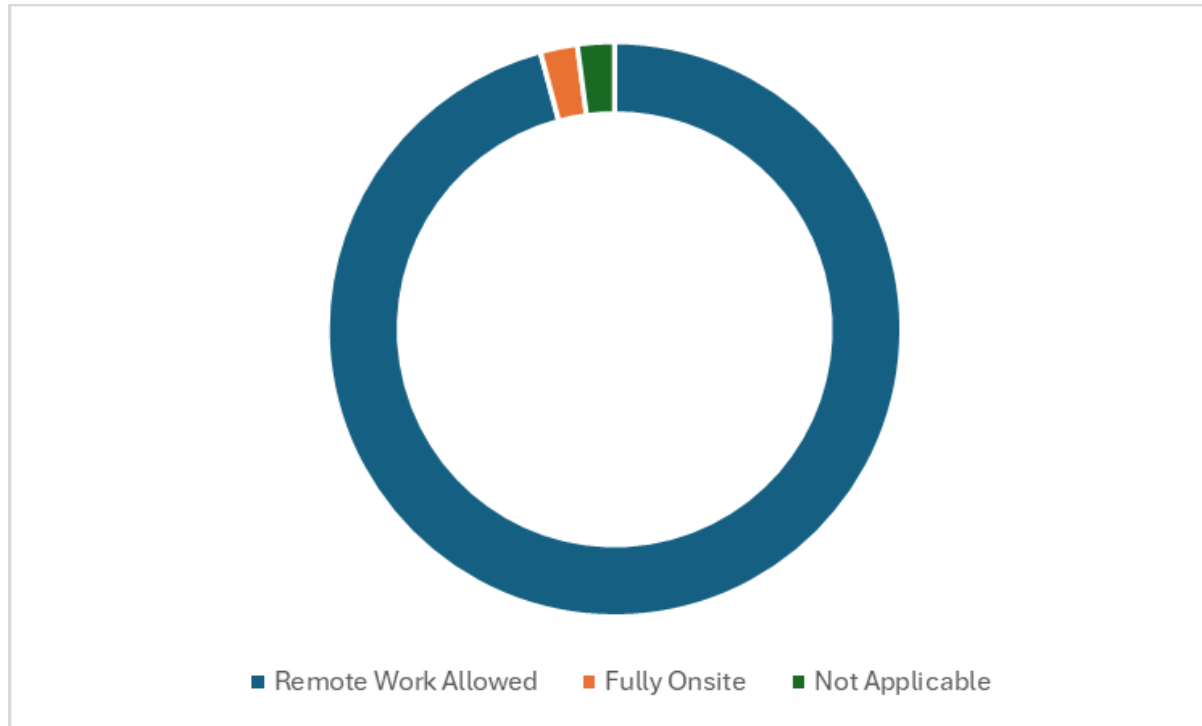
FEBRUARY 2025

Remote Work Survey

96 executive and judicial agencies provided survey responses on a variety of remote work-related questions, including:

- Does your agency allow for remote work?
- What impact has remote work had on your facility needs?
- How does your agency ensure staff do not have a second job during business hours?
- What impact has remote work had on recruitment?
- What fiscal impact has your agency seen related to your remote work policy?

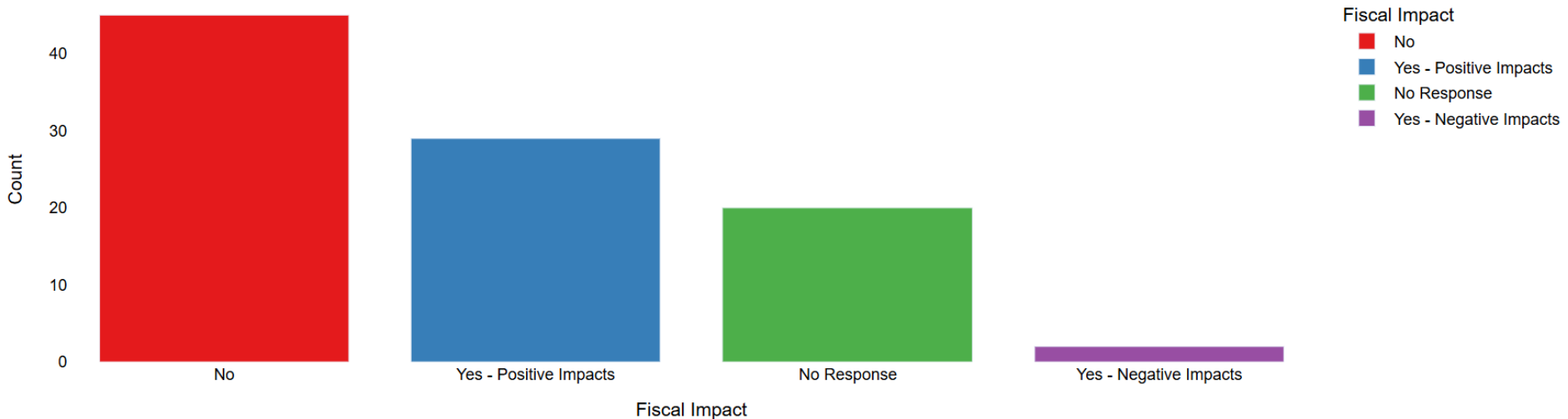
What is Your Remote Work Policy?



Fully Onsite – Texas School for the Deaf, 12th Court of Appeals

Not Applicable – Judiciary Section, Comptroller’s Department, Texas Low-level Radioactive Waste Disposal Compact Commission

Has Your Agency Seen a Fiscal Impact?



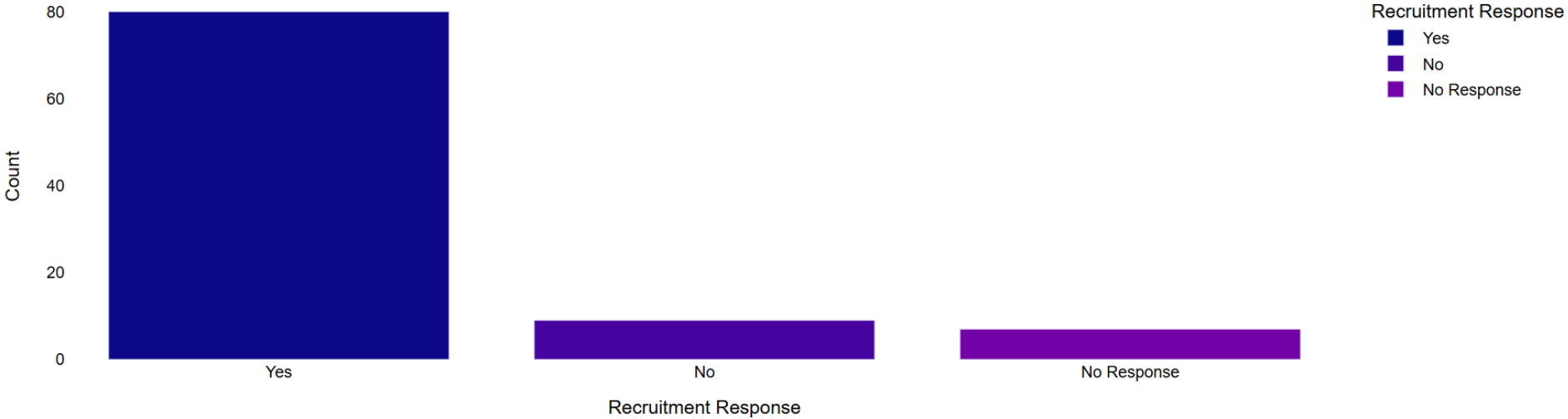
- Positive Impacts: 29 agencies

- Reduced office space needs, fewer consumables and furniture needs, reduced turnover

- Negative Impacts: 2 agencies (Medical Board and 10th Court of Appeals)

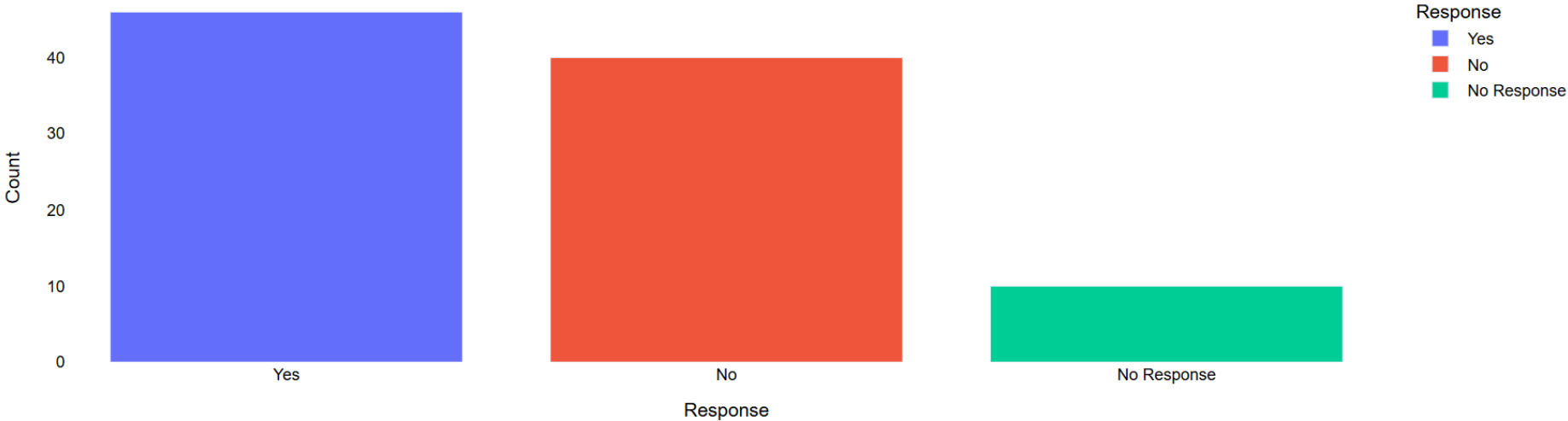
- Increased payment of supplies and dedicated internet/phone access

Has Your Agency Seen Improved Recruitment and Retention?



- Positive Impact: 80 Agencies
- No Impact: 9 Agencies
- No Response: 7 Agencies

Has Your Agency Seen Improved Employee Productivity?



- Positive Improvement: 46 Agencies
- No Improvement 40 Agencies
- No Response 10 Agencies

Sample Response - PTOT

Executive Council of Physical Therapy and Occupational Therapy Examiners

Remote Work: Hybrid

Article: 8

Date Submitted: 10/16/2024

Formal Policy	FTE Onsite Schedule A	FTE Onsite Other	FTE Hybrid Schedule A	FTE Hybrid Other	FTE Remote Schedule A	FTE Remote Other	FTE Total
Yes	1	8	0	10	0	0	19

*Note: Due to the nature of the request, most agencies provided headcount, not FTE data so amounts will not always tie to other FTE reports.

Remote Policy

The agency's telecommuting policy allows eligible employees to work from designated areas outside the office, fostering productivity and flexibility. It requires an approved telecommuting agreement and emphasizes that telecommuting is a privilege that does not alter the terms of employment.

The policy for the required days onsite is stated as: Hybrid employees typically work on-site One or Four days per week, depending on departmental needs and individual agreements.

Out of State Residency Status

All employees reside in Texas.

Facility Application Impact

The agency believes that their remote working policy does not impact the agency's facility and appropriation requests related to the agency facilities.

Sample Response – Workforce Commission

Facility Application Impact

The agency believes that their remote working policy impacts the agency's facility and appropriation requests related to the agency facilities. TWC has saved approximately \$929,754 (\$434,932 in the Austin area and \$494,822 outside the Austin area) annually in facility related costs due to consolidation of facilities. The two programs most impacted are the Vocational Rehabilitation programs and the UI program. TWC has used those funds toward other needed activities such client services within those programs. This does not include cost avoidance due to negotiating newer leases at higher rates for less space needed to due to telecommuting.

Tracking Employee Hours

The agency tracks their remote employees' hours. All employees certify their timesheets monthly. All of the timesheets are also supervised by a manager.

Second Job Confirmation

The agency has taken action to confirm that employees working remotely do not have second jobs during business hours. All new employees are asked when they begin with the agency if they have outside employment and all requests are reviewed for work-hour and other types of conflict by the agency's Office of General Counsel. Employees are reminded that they must report all outside employment. The agency takes disciplinary action when an employee deliberately misstates time in an official record.

Leave Policy Description

The agency has not seen significant reductions in the use of sick leave or annual leave. At the onset of COVID, agency use of sick and annual dropped but has since increased to pre-pandemic levels.

Recruitment Impact

The agency's remote working policy has impacted recruitment and retention at the agency. Overall applicant counts dropped during the pandemic but have since increased. The agency's use of the "remote" category has allowed the agency to hire applicants across the state for positions that have typically been difficult to fill in Austin. Examples include many of the agency's technology positions. The agency has also seen improvements in retention of both new and tenured employees. The agency's retention for last year was 86 percent.

Sample Response – Alcoholic Beverage Commission

Alcoholic Beverage Commission

Remote Work: As needed/Upon request

Article: 5

Date Submitted: 10/18/2024

Formal Policy	FTE Onsite Schedule A	FTE Onsite Other	FTE Hybrid Schedule A	FTE Hybrid Other	FTE Remote Schedule A	FTE Remote Other	FTE Total
Yes	7	330	10	160	0	27	534

*Note: Due to the nature of the request, most agencies provided headcount, not FTE data so amounts will not always tie to other FTE reports.

Remote Policy

Telework is a privilege granted to eligible employees who can perform duties remotely and must be approached with responsibility, accountability, and professionalism. TABC offers eligible employees in eligible positions an opportunity to telework. Participation in the telework program is a conditional option based on several factors. It is not an entitlement and is not guaranteed. Employees are expected to perform work effectively, and telework must not adversely affect productivity or the quality of work required for the position. An employee's manager can revoke the option to telework anytime due to concerns regarding compliance with any requirements. It is also important to note that employees may be required to be onsite during their new hire probationary period and significant operational projects and agency events.

The policy for the required days onsite is stated as: Employees are generally on-site 2-3 days per week and supervisors are generally on-site 3 days per week.

Out of State Residency Status

1 employees reside in We have one full-time employee working in El Paso, Texas, who resides in New Mexico.



LEGISLATIVE BUDGET BOARD

Contact the LBB

Legislative Budget Board

www.lbb.texas.gov

512.463.1200